



# Defense Logistics Agency

## Defense National Stockpile Center

### IGD 1017: INTERNAL AUDIT

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#### **1.0 PURPOSE**

This IGD provides guidance with respect to the periodic audit of DNSC ESOHMS, as described in this ESOHMS Manual. This document applies to DNSC personnel who are primarily responsible for the development, maintenance, and deployment of DNSC ESOHMS. This document addresses internal audits of the ESOHMS, as distinguished from initial verification of conformance and surveillance audits by a third party.

#### **2.0 PROCESS**

##### **2.1 ESOHMS Audit Scope**

The audit of the ESOHMS shall be performed to demonstrate that the:

- a) ESOHMS conforms to the requirements specified in the applicable Standards.
- b) Elements of the ESOHMS have been properly implemented and maintained.

The scope of the ESOHMS Audit shall include a review of documents contained in the ESOHMS Manual and the following as applicable:

- a) DNSC Operations and Logistics Storage Manual.
- b) DoD/DLA policies.
- c) Depot memoranda.
- d) Any issues identified by DNSC.

##### **2.2 Auditor**

DNSC Office of Financial Integrity is responsible for ESOHMS Audits.

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### **2.3 Auditor Qualification**

Audit teams shall include at least one member who meets the standards within ISO 19011:2002 "Guidelines for quality and/or environmental management systems auditing."

### **2.4 Audit Frequency**

A complete external conformance audit of all elements of DNSC ESOHMS will be conducted annually. Selected elements of the ESOHMS may be undertaken more frequently at the discretion of DNSC by internal assessments. The next internal assessment of ISO 14001 and BSI OHSAS 18001 conformance is scheduled for February 2005.

### **2.5 Methodology**

The ESOHMS audit process shall consist of programmatic reviews of the elements identified in the ESOHMS audit scope, and shall consider:

- a) All applicable procedures contained in the ESOHMS Manual.
- b) Field reviews of operational controls.
- c) Reviews of records and document controls.

Applicable DNSC headquarters and Distribution Facilities Managers shall respond to any findings or recommendations, as appropriate within the period agreed upon with the audit report.

### **2.6 Reporting**

The audit shall result in a written report that identifies the audit participants, the methodology applied, the nature of any findings, and recommendations. The responses to any findings or recommendations are submitted to DNSC and will be incorporated in the final audit report.

The final audit report along with a corrective action schedule will be forwarded to the DNSC. The corrective action schedule will be completed by the applicable Depot or headquarters Directorate, and returned to Management's ESOHMS Representative for review and tracking.

### **2.7 Records**

All records, work papers and audit reports shall constitute the complete audit file.



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### 2.8 Self-Declaration

The protocol used by DNSC is the [Defense National Stockpile Center \(DNSC\) Self-Declaration Protocol for Appropriate Facilities](#).

### 3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES

The references listed below are not intended to be all inclusive but rather to provide examples of typical documentation and records, illustrative of the ESOHMS and are not necessarily controlled by this ESOHMS Manual.

#### 3.1 Internal Audit Protocol

- a. [Environmental Internal Compliance Audit Protocol](#)
- b. [Environmental Safety and Occupational Health Internal Conformance Audit Protocol](#)

- 3.2
  - a. [Environmental Compliance Audit Tracking System](#)
  - b. [ESOHMS Conformance Audit Tracking System](#)

#### 3.3 [Safety and Health Checklist](#)

#### 3.4 Paragon Business Solutions, Inc ESOH Management System Report

#### 3.5 [Environmental, Safety and Occupational Health Management System Defense National Stockpile Center \(DNSC\) Self-Declaration Protocol for Appropriate Facilities](#)

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